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**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

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Jane Dee Hull  
Governor

John L. Clayton  
Director

May 1, 2002

**WORKFORCE INFORMATION MEMO #05-02**

**SUBJECT: Guidance for Administering Youth Programs Under the Workforce Investment Act (WIA)**

In an effort to assist Local Workforce Investment Areas (LWIAs) with continued, successful administration of youth programs under Workforce Investment Act (WIA), the Workforce Development Administration (WDA) has recently collected a number of documents that have been particularly helpful to program administrators throughout our region. They include the following enclosed documents:

**(1) WIA Youth Program Request for Proposals (RFP) - A Template.**

The information contained here will assist LWIAs in successfully identifying qualified providers of youth services. The RFP template includes information on youth performance measures and required program elements, as well as a detailed format for eliciting scope of work, agency capacity, and project budgeting.

**(2) GAO Report to Congress - Youth Provisions Promote New Service Strategies, but Additional Guidance Would Enhance Program Development.**

This report, published in April 2002, is the result of a survey of LWIA directors nationwide - 611 in all. It delineates the implementation status of WIA's youth provisions including establishing youth councils and networks of service providers. In addition, the report describes the importance of strong relationships between youth development and education systems, and examines the factors affecting implementation of new youth development systems and their implications for service delivery.

**(3) Technical Assistance Guide - Paper and Process: How Youth Programs Manage Program Intake, Individual Service Strategy Development, and Case Files.**

This guide was developed for the U.S. Department of Labor, Employment and Training Administration by Callahan Consultants, Inc. It features information from a selected group of youth programs throughout the nation, and contains sample forms and procedures with respect to evaluating case management systems.

**ACTION REQUIRED:** Please distribute this information to all those responsible for administering WIA youth programs, as well as members of the youth council in your LWIA.

If you have questions, please contact Ms. Pat Gregan, Planning and Program Development Manager at (602) 542-3957.

Sincerely,

Stan Flowers  
Program Administrator (Actg)  
Workforce Development Administration

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Enclosures (3)